



FRANCHISE TAX BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FRANCHISE TAX BOARD	RELEASE DATE:	Monday, September 27, 2010
POSITION TITLE:	Director, Economic & Statistical Research Bureau	FINAL FILING DATE:	Wednesday, October 27, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	09012010_2

POSITION DESCRIPTION

THIS POSITION IS SUBJECT TO EXEMPTION APPROVAL. Appointments to the position will therefore be made only upon obtaining exemption approval. This position may be filled at the CEA 3 level, pending Department of Personnel Administration approval.

The Franchise Tax Board's (FTB) principle mission is to administer and enforce numerous tax laws and regulations relating to personal income taxes, bank and corporation taxes, exempt organization taxes, and the homeowner's and renter's assistance (HRA) programs.

This position serves as the Director of the Economic and Statistical Research Bureau within FTB. The Bureau develops and provides research, information and revenues analyses regarding the performance of the state's tax programs. This is one of the most important and sensitive services that the FTB provides to statewide executives and policy-makers. The Bureau Director plans, organizes and directs the work of a diverse staff who collect and analyze in-depth information about California taxpayers that is used for a variety of purposes, such as the Department's Annual Report, news releases, revenue impact analyses, special studies, and answering questions from other State Departments, the Legislature, and the general public. Staff in this Bureau develops revenue impact analyses of proposed changes to laws and produce the Annual Tax Expenditure Report that provides estimates of state income tax revenues foregone due to special exclusions, tax credits and other tax benefits.

The incumbent will be the principle liaison with other governmental entities regarding issues affecting changes to State tax policies and their fiscal and economic impacts and will testify on revenue estimates developed for specific tax bills and tax expenditures. As the liaison, the incumbent will represent the FTB with legislators and their support staff, the Senate and Assembly Revenue and Taxation Committees, the Legislative Analyst's Office and the Director and support staff of the Department of Finance.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Communication and Interpersonal skills: (1) Skill to distill key points from complex information and pass it on to others, as appropriate, in a way that is easy to understand. (2) Skill to organize ideas and present written material in an organized and understandable manner using appropriate tools. (3) Ability to think and respond positively by being open-minded, enthusiastic, patient, trusting, approachable, available, and flexible, adjusting approaches to suit different people and situations. Enterprise Perspective: (4) Ability to consider problems and opportunities from a global perspective and their relevance and application to departmental operations (i.e., ability to see the “big picture”). (5) Knowledge of PIT and Corp Tax law. (6) Solid understanding of economic theory. Coaching and Mentoring: (7) Ability to balance the needs of staff and management. Responsibility and Ethical Behavior: (8) Skill to obtain the relevant facts and information needed in a crisis, convey a sense of confidence and commitment to a successful outcome and earn the trust of others. (9) Skill to present oneself in an appropriate and professional manner at all times to promote a positive image of the Department and the State of California. (10) Honest: Truthful and forthright even when an outcome or situation is not positive; behaves in a manner that reflects integrity and honor. (11) Responsible: Willingness to be accountable for the outcome of work done by yourself and others under your direction or problems/issues arising out of your organization; willingness to take blame for mistakes and not seek to blame others. Problem Solving and Decision making: (12) Knowledge of statistical analysis and economic forecasting principles and applications. (13) Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data. (14) Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications. (15) Skill to make systematic comparisons of two or more alternatives and derive new alternatives from other examples or situations. (16) Ability to analyze data, make connections between cause and effect, or identify patterns or trends. (17) Decisive: Having the power or quality of resolving a question after gathering the facts and considering all sides of the issue: bringing closure to unresolved conflicts or controversy in a timely manner. Operational Planning: (18) Skill to allocate resources to accomplish planned work activities. Leadership: (19) Ability to work cooperatively with others to share both the work and the credit for team projects and enterprise outcomes.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Economic & Statistical Research Bureau**, with the **FRANCHISE TAX BOARD**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.

Applications must be submitted by the final filing date to:

FRANCHISE TAX BOARD, EXAMINATION UNIT / HUMAN RESOURCES
P.O. Box 550, Sacramento, CA 95812
Wendy Duke | (916) 845-5979 | wendy.duke@ftb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FRANCHISE TAX BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>